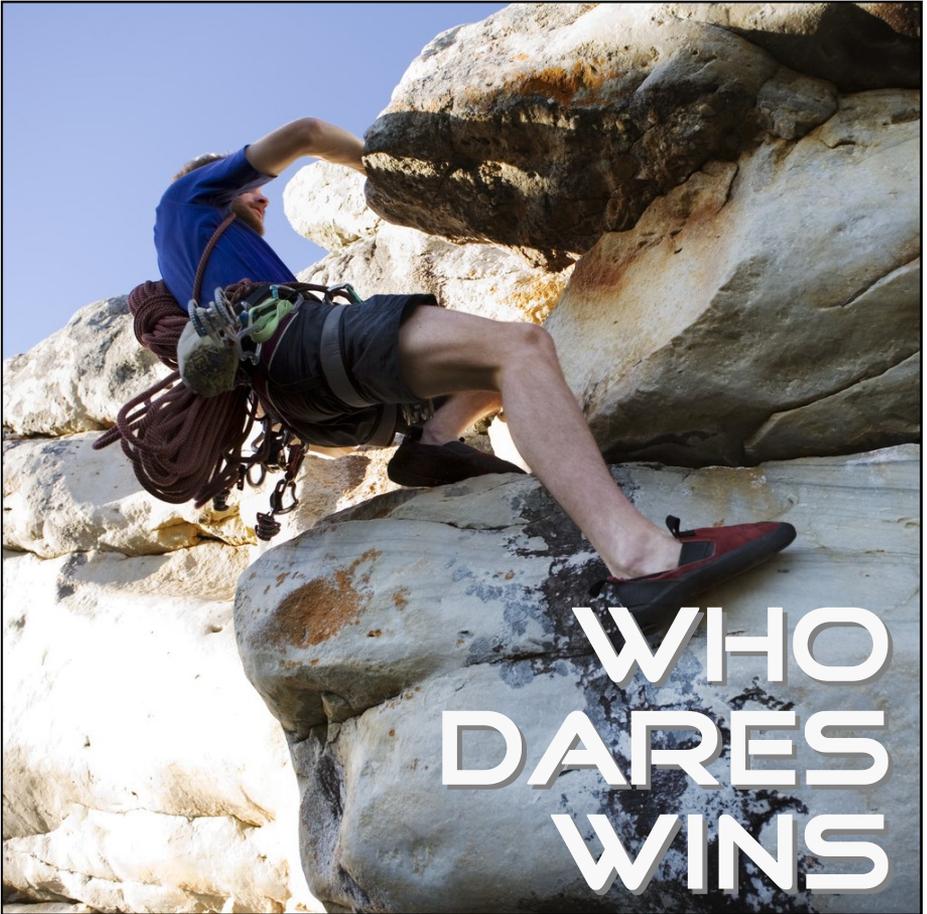


biztech

CAREER CENTERS



**WHO
DARES
WINS**

Task Book





TASK LIST

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- Task 2** List your education and professional certifications..... 4
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*Note: These tasks will be accomplished in a separate seminar provided by Career Central.

WHO DARES WINS



Insignia of Great Britain's
Special Air Service (SAS)

DON'T WAIT FOR A NEW JOB. GO GET IT!

Training Objective: To teach you a proven, step-by-step plan of attack that will help you get back to work.

Why Do This? You can learn techniques to enhance your capabilities to locate and apply for jobs that match your skills and requirements.

Overview: The purpose of this seminar is to remind you of your abilities. It is designed to help you help yourself. Only you know what you have to offer; so make sure you know what skills you have and search for jobs based upon those skills. Companies hire people that have the skills they need.

SEARCH FOR JOBS THAT NEED YOUR SKILLS.

Table 1.2 – Determine your minimum salary and benefits requirements

Per Hour	Per Week (x 40 hours)	Per Month (x 4 weeks)	Per Year (x 12 months)
Example: \$9.00	\$360	\$1440	\$17,280

Table 1.3 – Identify your maximum travel distance to determine your ideal search

Max Desired Commute	Fuel Cost P/Day (10 mpg @ \$3.50 p/ gal)	Fuel Cost P/Week	Fuel Cost P/Month
Example: 10 Miles	\$3.50 x 2 trips = \$7.00 per day	\$7.00 x 5 days = \$35.00	\$35 x 52 weeks / 12 months = \$151.66

Task 4 Identify a detailed list of skills from your work history and hobbies

Task Steps:

4.1 - Identify and list all the skills you have from your Job History using **O*Net Online**

- Open Internet Explorer and go online to: www.onetonline.org
- In the top right hand side of the page you will see **Occupation Quick Search**.
- Put your cursor in the Occupation Quick Search box and type in your job title and select enter on your keyboard
- Review the list of occupations in the search results and left click on a title. It will open a summary report for your job title.
- Review the bulletized skills list In the summary at the top of the page
- Copy the skills list and paste it in a spread sheet or print out the page
- Combine the skills for all the jobs/hobbies you have had to verify your skill set.

Table 4 – O*Net Screenshot

Job	Skills
Customer Service	Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
	Check to ensure that appropriate changes were made to resolve customers' problems.
	Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
	Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
	Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.
	Refer unresolved customer grievances to designated departments for further investigation.
	Determine charges for services requested, collect deposits or payments, or arrange for billing.
	Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
	Solicit sales of new or additional services or products.
	Order tests that could determine the causes of product malfunctions.

Job	Skills
Cashier	Receive payment by cash, check, credit cards, vouchers, or automatic debits.
	Issue receipts, refunds, credits, or change due to customers.
	Assist customers by providing information and resolving their complaints.
	Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
	Greet customers entering establishments.
	Answer customers' questions, and provide information on procedures or policies.
	Sell tickets and other items to customers.
	Process merchandise returns and exchanges.
	Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
	Stock shelves, and mark prices on shelves and items.

Task 5 Develop a *key word* list for job searches

Task Steps:

5.1 - Identify Review each bullet point on the task list and identify a key skill and write that in Table 5 below. For example a Customer Service Representative:

“Confer with **customers** by telephone or in person to provide information about products or services, take or enter **orders**, cancel **accounts**, or obtain details of **complaints**.”

Example – Key Word List by Job Title

Job Title - Customer Service Rep			
Complaints	Customer	Orders	Accounts

Table 5 – Key Word List by Job Title

Job Title -			
Job Title -			
Job Title -			
Job Title -			

Task 7 Create a resume (functional or chronological) with a cover letter *

Task 8 Identify local companies that you would like to work for

Task Steps:

8.1 - Search for local companies using Google

- Type in the search box your zip code and the industry you want to work in
- For example if you want to be a waitress type in your zip code and search all restaurants in your area. Restaurants hire waiters / waitresses. Search their website for Career Page or just get the restaurant telephone number and call and ask if they are hiring

8.2 - Check the Yellow Pages for local companies

Look for a website, email address or fax number

8.3 - Look at the employment section of local newspapers

8.4 - Ask your friends and neighbors if they know of any open jobs, or if they can introduce you.

- Sometimes it is not what you know, but who you know. If you don't ask, you don't get

Task 9 Create an account on www.employflorida.com *

Task 10 Register with a staffing agency

Task Steps:

- Search the internet and find the closest staffing agency that staffs jobs with your skills
- Call and introduce yourself.
- Complete the online application
- Create a complete Chronological Resume listing all your skills and certifications
- Arrange to visit the office and meet the team
- Call that representative every Monday morning to let them know you are still available

Task 11 Create an online profile on www.linkedin.com

Task Steps:

- Go to www.linkedin.com
- Create an online profile and make sure it is interesting to read
- Search for professional groups that you are interested in
- Make contact with key people in a company you want to work for
- Ask for introductions to key people via your new network

LinkedIn Profile Example



Kenneth Minter

Vice President at Biztech

Clearwater, Florida (Tampa/St. Petersburg, Florida Area)
Information Technology and Services

Current

- **Vice President at Biztech**
Vice President at Biztech Career Centers

Past

- Senior Instructor at Falck Safety Services
General Manager at Data Management Systems, Inc
Sales Manager and Technical Trainer at The Academy
Education
- St Austell College
Westbourne High School

Recommendations

11 people have recommended Kenneth

Connections

500+ connections

Websites

[Company Website](#)

Kenneth Minter's Summary

Microsoft, Citrix, CompTIA certified Professional
Jetro Software - Sales Channel Manager for USA

Former Non Commissioned Officer - Operations Department - British Royal Navy

Professional Instructor in various capacities, both military and civilian
Proven ability to launch startup companies, develop and grow existing product lines and manage various departments within an organization.

Specialties

Over 11 years working in Information Systems integration, sales, support, and training

Extensive history in corporate and Florida State vocational training operations and management

16 years experience in Maritime Security and Underwater Warfare, to include Sea Survival, Maritime Fire Fighting, Damage Control, First Aid, Leadership and Management training as well as Royal Yachting Association powerboat instructor.

Task 12 Find the right job using on online job search engine

Task Steps:

12.1 - Quick job search on employflorida.com

- Go online to www.employflorida.com
- On the home page locate the job search section
- Keyword – City – Zip Code – Radius
- Review table 2 , 3 or 4 and enter a keyword from your skills list or certifications - just one into the keyword box
- Review *Table 1* and enter your zip code and the drop down miles you can travel
- Select search and review open jobs based upon that skill
- Open the job and review the requirements
- If you have 75% of what they are looking for, create a custom functional resume and cover letter and/or complete the online application

12.2 - Advanced Job search on employflorida.com

- On home page - left click Find a Job
- Left click Advanced Job Search Tab
- Enter your zip code in Area box and select the distance to travel
- Select all job source criteria (only select volunteer if no prior work experience)
- Job Keyword Criteria – Find jobs that have all these words – Enter one keyword from *Table 5*
- General Job order criteria – Select maximum salary from drop down menu that you feel you can achieve. Be honest and realistic.
- Click search at the bottom of the page.
- If you get a list of open jobs, then review the list and target your resume to an open position
- If you did not get any open jobs, then change the keyword to another from *Table 5*

Suggested Job Search Engines:

- a. www.employflorida.com
- b. www.indeed.com
- c. www.snagajob.com
- d. www.monster.com
- e. www.careerbuilder.com
- f. www.jobing.com
- g. www.hcahealthcare.com/careers
- h. www.baycarejobs.com
- i. www.suncoastmedicalclinic.com/careers

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Notes:

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